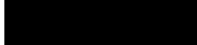


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MEMORANDUM

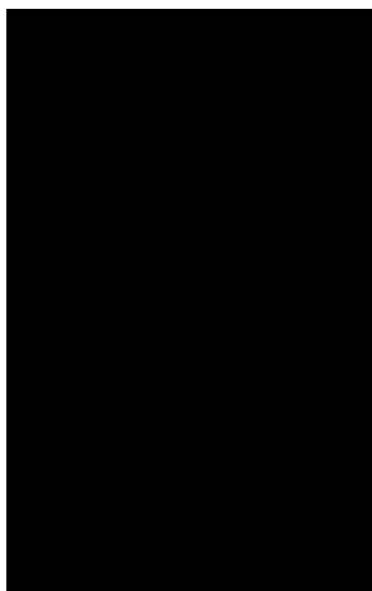
6 April 1949

25X1A9a

TO :   
FROM : K. P. M.  
SUBJECT: Description of Duties

1. In accordance with our conversations, I wish that you would write short descriptions of the duties of the people listed below. If you choose, you may delegate some of these descriptions to the immediate supervisors of the people concerned.

2. I prefer you to write honest concise descriptions of duties rather than the more elaborate sort usually submitted for classification or promotion purposes. If possible, percentages of time devoted to various aspects of the individual's job should be given.



25X1A9a

Document No. 002

NO CHANGE in Class. X 5(b)2

☐ DECLASSIFIED

Class. CHANGED TO: TS S 5(b)2

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 12/15/77 By: 010  
16 pages

3. Since I will have to consolidate these descriptions, please submit them in single copy and in draft form.

K. P. M.

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